

# EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

## Minutes

### REGULAR MEETING OF THE GOVERNING BOARD

June 26, 2025 1:00 P.M.

Irvine Unified School District Office: 5050 Barranca Parkway, Irvine, CA 92604, Fullerton School District Office: 1401 W. Valencia Drive, Fullerton, CA 92883, Capistrano Unified School District Office: 33122 Valle Road, San Juan Capistrano, CA 92675, Clovis Unified School District Office: 1450 Herndon Avenue, Clovis, CA 93611, El Dorado County Office of Education Office: 6767 Green Valley Road, Placerville, CA 95667, San Juan Unified School District Office: 3738 Walnut Avenue, Carmichael, CA 95608, San Ramon Valley Unified School District Office: 3280 Crow Canyon Road, San Ramon, CA 94526

#### 1. CALL TO ORDER AND ROLL CALL

Minutes:

Brianne Ford called the meeting to order at 1:04 PM.

Present:

Brianne Ford with Irvine Unified School District

Sean Rozell with Capistrano Unified School District

Susan Rutledge with Clovis Unified School District

Jeremy Davis with Fullerton School District

Kelly Hilton with San Ramon Valley Unified School District

#### MODIFY AGENDA

Due to time constraints items 8 - 10 of the Agenda shall be moved to the top of the agenda and items 2 - 7 shall be suspended to later in the meeting, if time permits.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye Brianne Ford

Aye Sean Rozell

Aye Susan Rutledge

Aye Jeremy Davis

Aye Kelly Hilton

#### 8. ACCEPTANCE OF CONSENT AGENDA

**8.a.** At this time an item may be removed from the consent calendar by the Board, staff, or community for discussion. Approve all items on the Consent Agenda.

**Motion Passed:** Approve all items on the Consent Agenda.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye Brianne Ford

Aye Sean Rozell

Aye Susan Rutledge

Aye Jeremy Davis

Aye Kelly Hilton

## **9. ITEMS REMOVED FROM CONSENT AGENDA**

**9.a.** Items Removed from Consent Agenda: None.

## **10. ITEMS OF BUSINESS (ACTION)**

**10.a.** Approve Changes to the Administrative Fee.

**Motion Passed :** Approve the updated Administrative Fee as presented effective July 1, 2025, with the understanding that terms may be negotiated on a case-by-case basis and that the Nutrition RFP will have a different Administrative Fee structure. The updated Administrative Fee shall be retroactive for all previous procurement and contracts as of July 1, 2025.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Sean Rozell  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye Kelly Hilton

**10.b.** Approve Updated Ed Tech JPA Operations Host Agency and Fee Proposal.

**Motion Passed:** Approve the updated Ed Tech JPA Operations Host Agency and Fee Proposal as presented, commencing in the 2025-26 fiscal year.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Sean Rozell  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye Kelly Hilton

**10.c.** Approve Updated Ed Tech JPA Procurement Host Agency (PHA) and Fee Proposal.

**Motion Passed:** Approve the updated Ed Tech JPA Procurement Host Agency and Fee Proposal as presented, commencing in the 2025-26 fiscal year.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Sean Rozell  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye Kelly Hilton

**10.d.** Approve Issuance of Web Design & Hosting and Notification Solutions RFP

**Motion Passed:** Approve Resolution No. 24-25-27 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as previously approved at the June 26, 2025 board meeting.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye     Brianne Ford  
Aye     Sean Rozell  
Aye     Susan Rutledge  
Aye     Jeremy Davis  
Aye     Kelly Hilton

**10.e. Approve Issuance of Social and Emotional Learning Assessment RFP**

**Motion Passed:** Approve Resolution No.24-25-28 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as previously approved at the June 26, 2025 board meeting.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye     Brianne Ford  
Aye     Sean Rozell  
Aye     Susan Rutledge  
Aye     Jeremy Davis  
Aye     Kelly Hilton

**10.f. Approve Issuance of Facilities and Resource Management RFP**

**Motion Passed:** Approve Resolution No. 24-25-29 authorizing issuance of the RFP with scoring criteria as presented and the administrative fee as previously approved at the June 26, 2025 board meeting.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye     Brianne Ford  
Aye     Sean Rozell  
Aye     Susan Rutledge  
Aye     Jeremy Davis  
Aye     Kelly Hilton

**10.g. Approve 2025-26 Budget**

**Motion Passed:** Approve 2025-26 Budget as presented with the understanding that recently approved changes to host agency fees will be included in the first interim.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye     Brianne Ford  
Aye     Sean Rozell  
Aye     Susan Rutledge  
Aye     Jeremy Davis  
Aye     Kelly Hilton

**2. APPROVAL OF MINUTES**

**Motion Passed:** Approve the Minutes from the April 24, 2025 Regular Board Meeting.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Sean Rozell  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye Kelly Hilton

### **3. PUBLIC COMMENT**

Anyone may address the Board on any item that is within the Board's subject matter jurisdiction. However, the Board may not take action on any item not on this agenda except as authorized by Government Code section 54954.2.

### **4. APPROVAL OF AGENDA**

**Motion Passed:** Adopt Agenda, as modified.

Passed with a motion by Jeremy Davis and a second by Susan Rutledge.

Aye Brianne Ford  
Aye Sean Rozell  
Aye Susan Rutledge  
Aye Jeremy Davis  
Aye Kelly Hilton

### **11.b. July board meeting**

**Minutes:** The July board meeting has been canceled.

Sean Rozell and Kelly Hilton left the meeting.

### **12. ADJOURNMENT**

The board meeting ended at 1:19pm due to lack of a quorum.

### **~~5. ACCEPTANCE OF BOARD MEMBER AND STAFF REPORTS~~**

~~Minutes: Board members shared their district/counties' situations related to purchases and administrative matters.~~

### **~~6. ACCEPTANCE OF TREASURER REPORT~~**

~~Minutes: None.~~

### **~~7. ACCEPTANCE OF STANDING REPORTS~~**

#### **~~7.a. Membership~~**

~~Minutes: None.~~

#### **~~7.b. Communications~~**

~~Minutes: None.~~

#### **~~7.c. Procurement~~**

~~Minutes: None.~~

~~**7.d. Goals and Objectives**~~

~~Minutes: None.~~

**11. ITEMS FOR DISCUSSION**

~~**11.a. Annual Review of Procurement, Administrative, and Financial Host Agency duties, Operating Procedures, and fees**~~

~~**Minutes: None.**~~

**Future Meetings**

September 4, 2025